



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**SALLY DRESLIN, M.S., R.N.**  
Executive Deputy Commissioner

Date: January 23, 2020

DAL: DHCBS 20-04

Subject: Providing Training Outside of Licensed  
Service Area

Dear Administrator:

The New York State Department of Health (Department) is issuing revised guidelines for Licensed Home Care Service Agencies (LHCSAs), Certified Home Health Agencies (CHHAs), and Hospices who operate a Personal Care Aide Training Program (PCATP), a Home Health Aide Training Program (HHATP), or an Advanced Home Health Aide Training Program (AHHATP).

Training Programs require a separate approval process from the licensed or certified entity (LHCSA/CHHA/Hospice). As such, training programs are not listed as a provided service on the license or operating certificate.

The counties that are listed on the license or operating certificate pertain only to the approved services authorized to be performed by the agency. An approved training program may choose to provide training at a location outside of the approved service area listed on the license or operating certificate of the Sponsoring Agency (LHCSA, CHHA, or Hospice).

Please note that this does not change the previous guidance for the approval of additional training sites. If you have any questions regarding this correspondence, please contact the Division of Home and Community Based Services at 518-408-1638.

Sincerely,

Mark Hennessey, Acting Director  
Division of Home and Community Based Services

cc: V. Deetz  
J. Huffaker  
S. McClarren  
L. Novak  
K. Reichert  
P. Williams  
M. Pankov